

Job Title: **Human Capital Management Associate**

Location: Columbus, Ohio

Job Type: Full-Time

Job Description

Key Responsibilities:

- Processing applicant paperwork, fingerprints, reference checks, and testing for background checks
- Post internal job postings and process employee job bids, research eligibility and forward job bids of qualified candidates to hiring supervisor
- Create photo ID badges and key card requests for employees
- Monitor HR e-mail inbox
- Process employee resignations
- Provide assistance regarding HR questions internally and externally by walk-ins to the office and through phone and e-mail
- Review and screen resumes/applications; conduct initial employment interviews for professional staff and make recommendations for employment to appropriate supervisors/directors
- Maintain employee personnel files
- Create content for a HR newsletter and update the Agency's HR intranet page

Advantages of Working at Franklin County Children Services:

- Health care benefits - medical/dental/vision/RX/mental health/EAP
- Life insurance plans
- Ten paid holidays, five personal days and two weeks' vacation after your first year!
- We contribute 8.5% of your OPERS contribution.
- Tuition reimbursement
- College loan repayment and Perkins Loan deferment/pay-off
- Longevity pay/length of service pay
- Opportunities for advancement!

Qualifications:

- At least one year of experience in human resources or an associate degree in human resources or a related field and a valid Ohio Driver's License and automobile insurance
- Excellent verbal and written communication skills
- Must possess or acquire Notary Public commission within six months of employment
- All positions are subject to a criminal background, fingerprinting, employment verification, and motor vehicle report check.

To apply for the position and for a full description of job duties, please send your resume and cover letter to fccshr@fccs.us.